

World Federation of Societies of Intensive and Critical Care Medicine

CONSTITUTION

Approved by the General Assembly, Washington DC, USA, 1981

With subsequent amendments

Approved by the General Assembly, August 29th 2015 and
Ratified by the General Assembly on August 30th 2015 in Seoul, Korea

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STATUTE 1 NAME, DOMICILE AND INCORPORATION

1. The Federation bears the title World Federation of Societies of Intensive and Critical Care Medicine.
2. The Federation shall have its Official Address in the United Kingdom, where it shall be incorporated.

STATUTE 2 OFFICIAL VERSION OF THE CONSTITUTION

1. The Official Version of the Constitution is written in the English language.
2. Council shall seek appropriate translations into other member Society languages as appropriate to need.

STATUTE 3 DEFINITIONS

1. For the purposes of the English language version of this Constitution the terms *Intensive Care Medicine* and *Critical Care Medicine* are synonymous. If synonymous terms exist in other languages they will be recognised by the Federation.
2. Intensive and Critical Care Medicine is a distinct branch of medicine specifically organized for the management of patients with immediate life-threatening pathophysiological conditions. It requires the grouping of special facilities and specially trained staff in pursuit of this aim.
3. An Intensive and Critical Care Physician is a medical specialist who has a significant involvement in Intensive and Critical Care Medicine.
4. An Intensive and Critical Care Society is a Society which is concerned with Intensive and Critical Care Medicine.
5. A National Intensive and Critical Care Society is a Society firstly, which accepts members from any part of its country without regional restriction and secondly, which can satisfy the Federation it is truly representative of such country.
6. A Multinational Society of Intensive and Critical Care Medicine is a Society which can satisfy the Federation it truly represents more than one country. The Federation recognises that there are two types of Multinational Society, namely, those whose Membership is restricted to individuals and those whose Membership is restricted to National Societies.

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STATUTE 4 PURPOSES

The aim of this Federation is to promote the highest standards of Intensive and Critical Care Medicine for mankind, without discrimination. In pursuit of this aim the Federation will:

1. establish a world-wide cooperation between National and Multinational Societies of Intensive and Critical Care Medicine.
2. assist and encourage the formation of new Societies of Intensive and Critical Care Medicine.
3. sponsor World Congresses on Intensive and Critical Care Medicine at regular intervals, and support other Congresses of this nature as requested.
4. promote activity, provide advice and cooperate with relevant bodies in the field of Intensive and Critical Care Medicine; disseminate scientific and educational information; establish the highest standards in patient care, training, equipment design and safety measures; and encourage research in this field.
5. pursue by other lawful means all other activities which promote the objectives of the Federation.

STATUTE 5 MEMBERSHIP

1. **Membership**
Membership of the Federation is a privilege and demands satisfaction of all the requirements specified in these Statutes.
2. **Categories**
The categories of Membership of the Federation are:

Full Member Societies

Multinational Societies

Patron Members
3. **Identification**
- 3.1 Full Member Societies are:
 - a. those identifiable Societies eligible for this category of membership which participated in the initiation of the World Federation of Societies of Intensive and Critical Care Medicine in Paris, September 1977.

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- b. those Societies of Intensive and Critical Care Medicine eligible for this category of Membership which joined the Federation before its First General Assembly in Washington in May 1981.
 - c. those Societies which can satisfy the conditions for Permanent Full Membership described in these Statutes and are elected to Full Membership by the General Assembly.
- 3.2 Multinational Societies are:
- a. those Societies which have individual members from a geographical region or members who are part of a “special interest” group within intensive and critical care medicine.
 - b. members of these societies may hold additional memberships of their own national society of intensive and critical care medicine.
- 3.3 Patrons are elected to this category of Membership by Council of the Federation.
4. **Official Register**
- a. following the General Assembly in 1981, the names of all Full Member Societies shall be inscribed on the Official Register of the Societies of the Federation.
 - b. this Register shall constitute the sole Official list of Member Societies. A Society which ceases to be a Member Society of the Federation shall be deleted from this Register.
5. **Requirements for Membership**
- a. Full Membership is open to all National Societies of Intensive and Critical Care Medicine which can satisfy the criteria defined in Statute 3.
 - b. Multinational membership is open to those Societies which can satisfy the following criteria:
 - i) The Society membership should primarily be intensive care practitioners.
 - ii) The Society has a formal constitution to guide its affairs.
 - iii) The Society can provide evidence of the growth and development of critical care medicine within its geographic region or in its intensive care speciality via conferences/congress/refresher courses.
 - iv) The Society has sufficient number of professional members.
 - c. Patron is a title bestowed by Council on behalf of the Federation on those who are sympathetic to the aims of the Federation and who provide significant material support for its activities.

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6. Application

A Society wishing to become a Full Member or Multinational Member of the Federation shall apply in writing to the Secretary-General.

7. Time of Application

Council may, at its discretion, postpone consideration of an application for Full *or* Multinational Membership if this is received less than six months before the next General Assembly.

8. Approval

- a. After appropriate and satisfactory inquiry Council may appoint a Society for Full Membership or to Multinational Membership. Election to Full Membership or Multinational Membership will subsequently require ratification by the approval of not less than two-thirds of the General Assembly. Council may, at its discretion, refuse to support a Society for Membership of the Federation, when it shall give its reasons to such Society and the General Assembly in writing. Such a Society may send a representative to the General Assembly to support their application.
- b. No Society shall be refused admission to the Federation solely for reasons related to the nature or activities of the National Government of its country, and such considerations shall be ruled Out of Order.
- c. Following the appointment of a Society for Full Membership or Multinational Membership, Affiliation Dues become payable. These will be calculated at one twelfth (1/12th) of the annual Affiliation Fee for each remaining month of the calendar year following appointment and annually thereafter.

9. Affiliation Dues and Other Dues

Each Member Society shall pay its Annual Affiliation Dues within a time and according to conditions determined by the General Assembly and by Council under the terms of these Statutes. It shall also pay any other monies owed to the Federation within a time determined by Council.

10. Enrolment

The name of a Society elected to Full Membership shall be inscribed on the Official Register of Societies of the Federation following receipt of the appropriate Annual Affiliation Dues.

11. Limitations

There shall be no limit to the number of qualifying Societies which may be admitted to the Federation.

12. Rights and Privileges

Member Societies which fulfil their obligations to the Federation have the following rights and privileges:

- a. **Full Member Societies:** each Full Member Society shall be entitled to all the rights and privileges of the Federation, as defined in these Statutes.
- b. **Multinational Societies** shall be entitled to all the rights and privileges of the Federation, as defined in these Statutes.
- c. **Patrons** shall receive an Official Certificate, which recognises their status in the Federation, and they shall be entitled to use the term *Patron Member of the World Federation of Societies of Intensive and Critical Care Medicine* in a manner regarded as appropriate by Council. They shall also be entitled to such other privileges as are determined by Council and as revised from time to time. They shall not vote in the General Assembly and shall attend its Meetings only if invited by Council.

13. Obligations of Member Societies

Each Full Member Society or Multinational Society shall, to the best of its ability:

- a. assist the Federation to pursue its objectives as stated in the Constitution.
- b. promptly inform the Secretary-General of any change in its Official Address or any change which affects the status of the Society or the number of its Members.
- c. reply to all inquiries from Council or its Officers within reasonable time, or within a time limit if this is specified.
- d. pay its appropriate Dues to the Federation.

14. Reasons for Suspension and Expulsion

A Member Society may be suspended, or expelled from the Federation:

- a. if a change in the nature of the Society makes it unsuitable for continued Membership in its present category.
- b. if its activities are harmful to the honour or best interests of the Federation.
- c. if it wilfully fails to pay its Annual Affiliation Dues or other monies owed to the Federation or fails to satisfy Council with its explanation within a time limit determined by Council.
- d. no Member Society shall be suspended or expelled from the Federation for reasons related to the nature or activities of the National Government of its country and such considerations shall be ruled Out of Order.

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- e. Council may withdraw the title of Patron Member if it believes the holder of such title has used it in a manner harmful to the Federation, or if it believes this step is in the best interest of the Federation.

15. Procedure for Suspension or Expulsion of a Member Society

- a. the Executive Committee of Council shall initiate appropriate investigation into any information which might require the suspension or expulsion of a Member Society.
- b. the results of such investigation shall be reported to Council, and if appropriate to the Member Society concerned for its comments.
- c. if Council decides the matter might lead to its recommending suspension or expulsion, it shall invite a representative of the Society to attend its Meeting together with any other Body or person relevant to the matter. Such Meeting requires at least two calendar months notice.
- d. Council shall consider the matter at its Meeting even if the other parties are not represented. Where appropriate, its findings and recommendations shall be presented to the Delegates of the General Assembly as a written report.
- e. subject to the approval of not less than two-thirds of all the Members of Council, and following circulation of its recommendations to Delegates, the Executive Committee shall have power to suspend a Member Society until the General Assembly next meets.
- f. a proposal to suspend or expel a Member Society shall be accepted if it is approved by two-thirds of the General Assembly.

16. Effects of Suspension or Expulsion

- a. suspension of a Member Society shall be effective from and until a specified date. Such suspension may be renewed until the next General Assembly at the discretion of Council. During the period of suspension, the Member Society shall not be entitled to exercise any of the rights or privileges of its membership. If a representative of a Member Society is an Officer or Member of the Council, the Council may, at its discretion, formally declare the position vacant and act in accordance with these Statutes.
- b. any Member Society, expelled from the Federation for any reason whatsoever, ceases to be a member of the Federation and shall forfeit all rights and privileges relating to membership. Its name shall be deleted from the Official Register of Societies.

17. Termination of Membership

Council will not accept the formal resignation of a Member Society unless it declares its intentions in writing to the Secretary-General and pays its current Dues.

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18. **Reinstatement**

- a. **Suspension:** a Member Society, which has been suspended, may afterwards apply to Council for reinstatement. This may be granted by Council, if appropriate, before the suspension has elapsed. Confirmation of such reinstatement requires the approval of two-thirds of the next General Assembly. Council may, at its discretion, modify or waive payment for Dues in arrears.
- b. **Expulsion:** a Member Society, which has been expelled from the Federation, shall not be readmitted without the agreement of Council and the General Assembly, together with such conditions as the General Assembly may impose on the advice of Council.

STATUTE 6 DELEGATES

1. **Identification**

The term Delegate in this Constitution refers to the Official Representative of a Member Society at the General Assembly. Where the masculine gender is used in these Statutes, it shall refer, without exception, to both genders.

2. **Nomination**

Each Member Society shall take all possible steps to inform the Secretary-General of the names and addresses of its Delegates not less than two weeks before the Assembly convenes.

3 **Requirements**

Each Delegate shall be an accredited Member of the Society he represents and he shall not be the Delegate of more than one Society.

4 **Delegate Representation**

Delegates

- 1) each country or multinational society shall be entitled to a **maximum of four Delegates**
- 2) the allocation of Delegates for each Society shall be calculated on the basis of its total Membership and shall be as follows:
 - *up to one hundred and fifty Members, one Delegate (up to 150)*
 - *between one hundred and fifty one and three hundred and fifty Members, two Delegates (151-350)*
 - *between three hundred and fifty one and one thousand Members, three Delegates (351-1000)*
 - *over one thousand and one Members, four Delegates. (>1001)*
- 3) where a country has more than one Society admitted to Full Membership of the Federation, each shall have a maximum of two Delegates where there are two Societies, or they shall be allocated Delegates in accordance with the advice of Council if there are more than two Societies.

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- 4) *a multinational society shall have the number of its Delegates calculated on the same basis as that outlined for a country in statute 6, Clause 4, section 2 above.*
- 5) no Society shall be entitled to nominate any Delegate unless it has paid its Affiliation Dues in full, before the General Assembly convenes.

5 Credentials

- a. no Delegate shall be admitted to the General Assembly until his Credentials from his Society have been accepted by an Officer appointed by Council, who will then issue a Delegate Certificate, subject to the conditions described in these Statutes.
- b. no Delegate shall be admitted to the General Assembly, nor shall his vote be counted unless he can show his Delegate Certificate on request to a Steward appointed by Council. These statutory restrictions shall be cited on the Delegate Certificate.

6 Substitution

A Delegate shall, himself, attend all Meetings of the Assembly unless Council or its appointed Officer accepts a substitute.

7 Status and Duties

- a. a Delegate shall represent the views of his Society to the Assembly.
- b. Delegates shall report on the Proceedings of the Assembly to their Societies.

8 Expenses

The expenses of the Delegates attending the General Assembly shall not be a charge on the Funds of the Federation.

STATUTE 7 GENERAL ASSEMBLY

1. Composition

The General Assembly of the Federation is composed of the Official Delegates and of Members of Council.

2. Purposes and Powers

The General Assembly is the primary legislative and governing body of the Federation. It is the final arbiter in determining the policies and activities of the Federation, and in all matters except where the Constitution rules otherwise. It has the right to demand the resignation of Council or any of its Officers.

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3. **Quorum**

A majority of those Delegates who have received a Delegate Certificate for the current General Assembly shall constitute a quorum.

4. **Duties of the General Assembly**

The General Assembly shall:

- a. consider, and at its discretion take action, on all Reports to the Assembly from Council and its Committees.
- b. determine which Societies shall be admitted to the Federation.
- c. determine the scale of Member Society Affiliation Dues, guided by Council.
- d. elect Members of Council.
- e. perform all other duties described in these Statutes.

5. **Meetings**

- a. the General Assembly shall have not less than one Ordinary Meeting during each World Congress, and the details of its date, time and place shall be circulated to all Member Societies with the General Assembly Agenda. There shall be additional Meetings according to need.
- b. Special Meetings may also be called in accordance with the Statutes of this Constitution.

6. **Voting**

Except where otherwise determined by these Statutes:

- a. all questions considered by the Assembly shall be decided by a simple majority of votes.
- b. voting shall be by a show of Delegate Certificates unless the Presiding Officer judges that the majority of the Assembly wishes the matter to be decided by secret ballot.
- c. each Delegate shall have only one vote even if his Society is not represented by the full number of Delegates to which it is entitled.

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7. Presiding Officer

- a. the President of the Federation shall preside over the General Assembly until his successor is installed.
- b. whenever possible the President shall be accompanied by the other Statutory Officers, whom he shall consult at appropriate times during the Proceedings of the Assembly.
- c. the President shall call each Assembly to order, remind Delegates of the Statutory Rules of Procedure, and formally open and close its Business.
- d. the President shall vote only if there is a tied vote, when his vote shall reflect the majority view of Council.
- e. the Secretary-General shall preside over the General Assembly in the absence of the President.

8 Rules of Procedure

The Assembly in Session shall observe the following Rules of Procedure.

- a. all Delegates shall address the President when speaking to the Assembly, and shall obey his instructions on Rules of Procedure.
- b. any Delegate who wishes to speak shall raise his hand and shall not speak until invited to do so by the President.
- c. a Delegate shall speak only after announcing his surname and the country of his Society.
- d. the President may, at any time, limit the time for each speaker and shall call him to Order if this is exceeded.
- e. the President, guided by the Statutory Officers, may call for a vote on a contentious matter or on a Resolution supported by not less than three Societies. Alternatively, he may postpone such vote until Council has reported its views to the Assembly.
- f. the President, after consultation with the Statutory Officers, shall decide what matters shall be treated as not relevant.
- g. the President, after consulting the Statutory Officers, shall have power to suspend the Assembly for a period of time he believes appropriate.
- h. the President shall, alone, determine other Rules of Procedure for the Assembly, except where these Statutes state otherwise.

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9. **Agenda**

- 9.1 the Provisional Agenda for the Ordinary General Assembly shall be prepared by Council and circulated to the Official Address of each Member Society, by mail or electronic means, not less than three calendar months before the date of the General Assembly. Member Societies shall be invited to propose additional items for inclusion before this date.
- 9.2 no items shall be accepted for the Final Agenda for the Assembly once this has been circulated to the Delegates at the site of the Assembly, except with the approval of Council.
- 9.3 the Final Agenda shall form the sole Business of the Assembly, and no other matters shall be examined, except with the agreement of Council.
- 9.4 the final Agenda shall include the following items:
 - 9.4.1 to approve the Minutes of the previous Meeting of the General Assembly
 - 9.4.2 to elect new Members of Council
 - 9.4.3 to elect new Member Societies
 - 9.4.4 to consider the Reports and Recommendations of Council, its Committees, and its Officers
 - 9.4.5 to determine the Affiliation fees
 - 9.4.6 to elect the host Society for the next World Congress
 - 9.4.7 to consider any proposed alterations of the Constitution
 - 9.4.8 to consider additional items submitted by Member Societies

10. **Minutes**

- a. the proceedings of the General Assembly shall be recorded as the Official Minutes and examined, corrected if necessary, and signed jointly by the President and the Secretary-General.
- b. these Minutes shall be kept as a permanent record at the Secretariat of the Federation and copies shall also be distributed, by electronic or other means, to all Member Societies.

11. **Special Meetings of the General Assembly**

- 11.1 A Special Meeting of the General Assembly may be called under the following circumstances:
 - 11.1.1 at the request of Council
 - 11.1.2 at the request of not less than two-thirds of the Full Member Societies
- 11.2 written notice of the date, time, site and topic of the Special Meeting shall be sent, by mail or electronic means, to the Official Address of each Member Society not less than two months before the Meeting.

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- 11.3 if the Special Meeting requested by the Member Societies is not held within two years of its being requested and an Ordinary Meeting of the Assembly to not held within this time, Member Societies may themselves convene such a Meeting and elect the Presiding Officer. The decisions of the Meeting will be binding on the Federation provided they do not contravene its Statutes.
- 11.4 no Business shall be dealt with at a Special Meeting which does not appear on the Agenda.
- 11.5 no Amendment to the Constitution may be passed at a Special Meeting.

STATUTE 8 COUNCIL

1. Function

The Council of the Federation is the executive body of the Assembly and the Federation. It is responsible for implementing decisions of the assembly, for carrying on the business of the Federation, and for promoting the stated aims of the Federation, as described in these Statutes.

2. Membership

- a. With effect from August 2013 Council shall consist of fifteen (15) Members elected from the Delegates by the General Assembly. With effect from the General Assembly meeting in 2017 and in future years, Council shall consist of fourteen (14) members.
- b. no country shall have more than one Delegate representing a Society elected to Council
- c. a multinational society shall only be entitled to send one delegate with full voting rights to each General Assembly of the World Federation. Each multinational society shall be allowed to nominate one of its members for election to the Council of the World Federation. However any nominee shall be disqualified if they have been additionally nominated by their national society for the same election. For the avoidance of doubt, no candidate may have multiple nominations for any election and a national society nomination shall take precedence over a multinational nomination.
- d. Candidates for Council shall indicate the nature of their involvement in Intensive and Critical Care Medicine. A colleague may speak for a Candidate in his absence.
- e. To ensure appropriate global representation, the Nominations Committee (see Clause 3.c below) shall be responsible for ensuring that no more than 6 Council members shall be elected from Societies in each geographical continent of the world in the composition of all future Councils. (For the avoidance of doubt, the four geographical continents are generally accepted to be Africa, the Americas, Asia-Pacific and Europe.

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3. Election procedure

- a. all delegates of Full Member Societies are eligible for election to Council, except where their Statutes rule otherwise.
- b. no more than one Delegate per Society may be a candidate for election to Council. The candidate shall be nominated by his Society, with notification of the Secretary-General not less than ***one month*** before the date of the next General Assembly.
- c. nominations for election to Council shall be reviewed by a Nominations Committee comprised of the President, Secretary-General, Honorary Treasurer and three members of Council. This Committee shall assess the suitability of each nominee and have the power to accept or decline a nomination for election.
- d. the election for Members of Council shall precede that for the Officers of Council.
- e. no Delegate may complete more than one Ballot Form, nor may he vote for more than or less than the number of candidates required to fill the vacancies on Council, except where the Assembly rules otherwise.
- f. the election for Members of Council shall be conducted by secret ballot, and the votes shall be counted by not less than two persons appointed by the President or his deputy. The results shall be immediately announced, and they shall afterwards be published, together with the names of the Officers of Council.
- g. the Ballot Form shall include relevant items from this Statute (Statute 9) and shall also remind Delegates that the Federation is a world-wide organisation.
- h. in the event of a tied vote the affected candidates shall leave the Assembly until the issue is decided by a simple majority of the Assembly.
- i. Council shall immediately investigate any dispute or alleged irregularity in the Ballot, and its Report and recommendations shall be accepted if they are approved by a simple majority of the Assembly.
- j. newly elected Members of Council shall assume office immediately after being elected, except for those candidates affected by a dispute or alleged irregularity related to any of the Statutes of the Federation.
- k. the Ballot Forms shall be destroyed after a period determined by Council.

4. Exclusion

No Delegate shall stand for election if he is ineligible according to these Statutes, if Council rules that his Society has failed to comply with these Statutes without good reason, or if his Society had been suspended or expelled from the Federation.

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5. Term of Office

- 5.1 Members of Council shall be elected for a term of four years. Retiring Members are not eligible for re-election.
- 5.2 To reflect the reduction in the number of Council members in Clause 2.a and the Terms of Office in Clause 5.1, the following “transitional” process shall be implemented to manage the process from an eight year period on office to a four year period of office:

Eight Council members elected in 2009 shall serve eight years (retiring in 2017)

Seven Council members elected in 2013 shall serve six years (retiring in 2019)

There will be no elections in 2015

Seven Council members elected in 2017 shall serve four years (retiring in 2021)

Seven Council members elected in 2019 shall serve four years (retiring in 2023)

Seven Council members elected in 2021 shall serve four years (retiring in 2025)

6. Tenure

A Member of Council shall complete his term of office even if he ceases to be a Delegate of his Society.

7. Vacancy

Council may, at its discretion, appoint another Delegate to a vacancy however created in its Membership, to hold office until the next General Assembly. In the first instance, Council shall invite the National Society whose Delegate created the vacancy to propose a replacement to serve on Council until the next General Assembly. In the event that the National Society declines to propose a replacement Delegate, Council may further use its discretion to appoint any replacement Delegate always having regard to Statute 2 Clause b “no country shall have more than one Delegate representing a Society elected to Council”.

8. Powers and Duties of Council

- 8.1 it shall carry out the resolutions of the General Assembly and take all measures designed to further the purposes of the Federation.
- 8.2 it shall assist the Secretary-General in the preparation of the Agenda of the General Assembly, which shall be circulated to all Member Societies, together with full details of the Assembly Meeting.
- 8.3 it shall, at its discretion, establish committees to execute and facilitate the work of the Federation, and shall appoint their Chairmen.
- 8.4 it shall be responsible for guarding and investing the Funds of the Federation and for the due settlement of its Accounts. It shall also assist the Treasurer in the preparation of the Budget for presentation to the General Assembly and shall make financial recommendations wherever necessary under the terms of these Statutes.

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- 8.5 it shall advise the General Assembly on the most appropriate Member Societies to host a World Congress on Intensive and Critical Care Medicine.
- 8.6 it shall have the power to invite, at its discretion, other organisations to send Observers to the General Assembly, who may also be invited to address the Assembly.
- 8.7 it shall have the power to appoint, at its discretion, co-opted members to attend meetings of Council and to observe proceedings and contribute to discussions. Co-opted members shall have no voting rights.
- 8.8 it shall perform such other duties as are described in the Statutes or as directed by the General Assembly.

9. **Meetings**

9.1 Regular Meetings

Council shall meet at least once during the interval between two General Assemblies and whenever possible meet at least annually.

9.2 Special Meetings

9.2.1 the Executive Committee may call a Special Meeting of Council whenever necessary to deal with one or more specific matters, subject to the agreement of a quorum of Council.

9.2.2 a quorum of Council may itself call a Special Meeting of Council.

9.3 Members of Council Attendance at Meetings

9.3.1 Members of Council shall, at all times, use their reasonable endeavors to attend Council meetings but in the event that they are unable to attend, shall apply to the President for "leave of absence".

9.3.2 A Member of Council who fails to attend two or more consecutive Council meetings without leave, stated in writing to the Executive Committee, shall forfeit their place on Council.

9.3.3 In the event of a Member of Council forfeiting his place before mid term, a replacement member of Council will be elected for the remainder of the term at the next General Assembly.

10. **President**

Council shall elect one of its Officers or Members to preside over its Meeting if the President is absent.

11. **Quorum**

No business may be officially transacted at any Meeting of Council unless at least eight of its Members are present.

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12. Voting

- 12.1 any matter submitted to vote shall be decided by a simple majority, except where these Statutes rule otherwise.
- 12.2 the President shall vote only where the vote is tied.
- 12.3 each Member and Officer of Council shall vote according to his view of the best interests of the Federation, whether or not this accords with the views of his Society.

13. Minutes

The Secretary-General shall record the Minutes of each Meeting of Council. These Minutes shall be circulated to all Members of Council within two months of the Meeting. Council shall confirm such Minutes, if necessary, after correction, at its next Meeting, and they shall be signed by the President and the Secretary-General.

14. Responsibility and Accountability

- 14.1 Members of Council shall at all times use their reasonable endeavors to comply fully with the responsibilities of Office. Specifically, they shall take full account of their obligations for carrying on the business of the Federation, and for promoting the stated aims of the Federation, as described in these Statutes
- 14.2 Members of Council shall respect the communication requirements of the Federation and give their prompt and full attention to requests for information and action from other Members of Council or the Federation Secretariat
- 14.3 Where there is evidence of persistent non-compliance by a Member of Council with sub sections 14.1 and 14.2, this evidence shall, in the first instance be reviewed by the Executive Committee of Council. The Executive Committee shall be entitled to take any reasonable action they determine including but not limited to a formal admonishment by the Executive Committee or a recommendation for temporary or permanent suspension from Office. A permanent suspension from Office shall require a vote of not less than nine Members of Council.

STATUTE 9 OFFICERS OF THE FEDERATION AND OF COUNCIL

1. Status

For the purposes of this Constitution the terms *Officer of the Federation* and *Officer of Council* are synonymous.

2. Officers

There shall be three Statutory Officers, namely the President, the Secretary-General and the Treasurer.

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3. Election

- a. Council shall elect its Officers following the end of the session of the General Assembly which elects the new Members of Council.
- b. Council shall itself determine the mode of election of its Officers.
- c. no Member of Council shall hold more than one Statutory Office, though he may temporarily assume some or all of the duties of more than one Office on the instruction of a majority of Council.
- d. Council shall inform the next session of the General Assembly of the names of its elected Statutory Officers.
- e. no elected Officer may assume the duties and privileges of Office until his appointment has been confirmed by the General Assembly. If the General Assembly will not confirm the appointment, Council shall propose another candidate from amongst its Members.
- f. Council shall inform Member Societies of the names of its appointed Statutory Officers.

4. Term of Office

- a. each Statutory Officer shall be elected for a maximum period of two years.
- b. each Officer shall continue to perform the duties of his Office until the election of his successor.

5. Executive Committee

The Statutory Officers of Council shall together constitute the Executive Committee of Council. They shall have power to act on behalf of Council between its Meetings, subject to such restrictions as Council may impose.

6. Vacancies

If, for any reason, an Officer of Council becomes unable, unwilling, or ineligible, either temporarily or permanently to perform the duties of his Office, Council shall declare such Office vacant. Council shall then elect one of its Officers or Members to fulfil the duties of the remaining term of Office for an appropriate period or until the next General Assembly, without prejudice to the right of Council at that time to elect another Officer or Member of Council for the new term of Office.

7. Powers and Duties

7.1 President

The President shall preside over all Sessions of the General Assembly, Council and Executive Committee. He shall promote the aims and best interests of the Federation to the best of his ability and perform all other duties as are described in these Statutes or as directed by the Assembly and Council.

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7.2 Secretary-General

The Secretary-General shall serve as the Secretary of the General Assembly, of Council and of the Executive Committee. He shall execute Official documents whenever necessary, supervise the safekeeping of all documents of the Federation, except those relating to Financial matters, maintain the Official Register of Member Societies, notify Societies of all matters affecting their interests in the Federation, temporarily undertake the duties of the President in case of his absence or incapacity and perform all other duties as are described in these Statutes or as directed by the General Assembly and Council.

The address of the Secretariat of the Federation shall be that of the Secretary-General, subject to the approval of Council.

The expenses of the Secretariat shall be met by the funds of the Federation.

7.3 Treasurer

The Treasurer shall act as the Official custodian of all funds of the Federation, except where otherwise instructed by the General Assembly or Council, keep detailed accounts of the income, expenditure and funds of the Federation and safeguard its financial records and securities, submit a written report on the finances of the Federation at each Meeting of the General Assembly and Council, and perform all other duties as are described in these Statutes or as directed by the General Assembly and Council.

7. **Vote of No-Confidence**

Not less than ten Members of Council in session may carry a vote of no-confidence in any Officer of Council, who may then be formally admonished by Council, temporarily suspended from Office or replaced by another Officer or Member of Council until the next General Assembly. Member Societies shall be informed of any such suspension or replacement, but the reason shall not be published without the signed permission of not less than ten Members of Council

STATUTE 10 FUNDS AND EXPENDITURES

1. **Charitable Status**

The Federation is a Charity and is not designed for profit. Should profit arise from any of its activities or investments, it shall be used solely for the benefit of the Federation and for the purposes described in these Statutes. Personal profit is completely prohibited.

2. **Bank**

Council shall nominate the Official bank to the Federation, and the place of its Official Account.

3. **Sources of Funds**

The Funds of the Federation shall be derived from four sources:

3.1 annual dues from Member Societies

3.2 income arising from the funds and investments of the Federation

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- 3.3 World Congresses and other Congresses sponsored by the Federation
- 3.4 other funds and financial assistance accepted by Council on behalf of the Federation in accordance with these Statutes.

3. Direction of Funds

All funds paid to the Federation shall be directed to the Treasurer to be paid into its Official Account, except where Council rules otherwise.

5. Treasurer

If the Treasurer is not domiciled in the place of the Official Account, he shall make appropriate arrangements with the Official Bank of the Federation, subject to the approval of Council.

6. Expenditure

- a. funds may be expended by Council within limits authorised by the General Assembly and for purposes in accordance with these Statutes.
- b. each Statutory Officer of the Federation may issue cheques on its behalf subject to limits and conditions determined by Council.
- c. no payment shall be approved by Council without appropriate evidence of the nature of the expenditure.

7. Special Accounts

- 7.1 Council shall authorise, establish and fund a separate Special Account for the Secretariat of the Federation and shall authorise the Secretary-General to draw on this Account.
- 7.2 Council may authorise, establish and fund other Special, named Accounts and shall authorise withdrawal from such Accounts by approved persons in a prescribed manner and according to prescribed limits.
- 7.3 the expenditure of funds obtained from a Special Account shall be carefully recorded, and this record, together with receipts where appropriate, shall be sent regularly to the Treasurer according to the instructions of Council.

8. Audit

- 8.1 the Treasurer shall be responsible for producing the Audit of the Funds of the Federation. Council shall consider the appointment of a Professional Auditor to assist him for this purpose.
- 8.2 such Audit shall give a detailed account of the income and expenditure of the Federation for the previous year.
- 8.3 the appointed date for Audit shall be determined by the Treasurer in consultation with Council.

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- 8.4 all Member Societies shall receive a copy of the most recent Audit with the Agenda for the General Assembly.

9. Annual Dues of Member Societies

- 9.1 each Member Society shall pay the Annual Dues, within minimum and maximum limits.
- 9.2 such Annual dues shall be determined on a per capita basis, the amount and its limits being established by each General Assembly after considering the advice of Council.
- 9.3 The fiscal year of the Federation shall be the calendar year, January 1 to December 31. Annual dues shall be paid to the Treasurer, on request, not later than the first day of January of each fiscal year.
- 9.4 Council may, at its discretion, waive the requirement for a Member Society to pay its Annual Dues to the Treasurer, where the National Government of the country of the Society forbids the transfer of funds. Such Dues shall instead be paid into a National Bank or an equivalent body, and a Statement of such Named Account shall be sent annually to the Treasurer in place of Dues. Failure to produce such a Statement of Account shall be treated as failure to pay Dues in accordance with these Statutes. Such funds shall be used for purposes which promote the aims of the Federation, by arrangement between Council and the Member Society.
- 9.5 Annual Dues paid to the Federation shall not be refunded

10. Executive Committee

Subject to the approval of Council, the Executive Committee of Council shall be empowered to undertake financial commitments and obligations on behalf of the Federation.

11. Debts

- 11.1 the Federation, its Council and its Committees shall not be responsible for any debts of Member Societies, however incurred, except for those specified by Council in writing.
- 11.2 no Member or Officer of Council shall personally be held responsible for any debt incurred by the Federation in accordance with these Statutes.
- 11.3 the Federation shall meet the expenses of Council and Committee Members incurred by their activities on behalf of the Federation only if such expenses have been previously approved by the Executive Committee.

STATUTE 11 WORLD CONGRESSES

The Federation shall sponsor a regular World Congress on Intensive and Critical Care Medicine held in its name and subject to the following conditions:

1. the Congress shall normally be held at intervals of four years and in one country only on each occasion.
2. the Federation shall, in every appropriate way, promote and support its World Congresses.
3. the Federation shall invite Member Societies to Host and organise the Congress.
4. an interested Society shall, in good time, produce satisfactory evidence of its ability to Host and organise the Congress, and shall satisfactorily answer all relevant inquiries from Council.
5. the General Assembly, after receiving the advice of Council, shall select the Host Society. All considerations related to the national politics of a Host country shall be ruled Out of Order.
6. the Federation may, at its discretion, and on the advice of Council, lend some financial support to the Congress, but in no case shall it be responsible for the financial affairs, or for any debt, of the Congress.
7. the Host Society shall agree to maintain adequate financial accounts of the Congress, and shall agree to make such accounts fully available to Council within an agreed interval after the Congress.
8. a sum shall be paid to the Federation based on a signed services contract.
9. the President and officers of the Congress shall be appointed by the Host Society, but the Scientific Committee shall reflect the world-wide nature of the Federation.
10. the formal literature of the Congress shall clearly indicate its connection with the Federation.
11. Council reserves the right publicly to withdraw Federation support from the Congress and hold it elsewhere if the Host Society fails to comply with the provisions of this or other Statutes of the Constitution.
12. the Federation shall give appropriate promotion and assistance to other Congresses and Meetings on Intensive and Critical Care Medicine when so requested, provided Council so advises.

STATUTE 12 OFFICIAL JOURNALS

Council may invite selected journals of Intensive and Critical Care Medicine to be recognised as Official Journals of the Federation. Such Journals shall, from time to time, publish an Official Bulletin or other Official material relating to the work of the Federation.

STATUTE 13 FEDERATION HONOURS

1. Council shall have power to establish specific honours for persons or organisations who have made distinguished contributions to the work of the Federation in particular or to the field of Intensive and Critical Care Medicine in general.
2. Council shall propose the recipients of such honours to the General Assembly.

STATUTE 14 AMENDMENTS TO THE CONSTITUTION

1. the Constitution may be amended only at an Ordinary Meeting of the General Assembly.
2. all proposed Amendments shall be submitted to Council, in writing, not less than three months before the Congress.
3. no proposed Amendment shall be considered unless it has the support of Council or not less than three Member Societies.
4. Council shall include all such Amendments in the Agenda for the General Assembly, and shall inform the Assembly of its views.
5. the Assembly may accept, reject or modify any proposed Amendment provided any modification finally accepted is within the spirit of the original proposition, and neither the Amendment nor its modified version are contrary to the stated aims of the Federation.
6. no proposed Amendment to the Constitution shall be carried without the support of at least two-thirds of the Certified Official Delegates present at the General Assembly.
7. no Amendment or Addition to the Statutes of this Constitution shall be made which will cause this Federation to cease to be a Charity at Law.

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STATUTE 15 INTERPRETATION OF THE CONSTITUTION

Where there is doubt, Council shall interpret these Statutes or establish additional regulations in a manner which serves the best interests of the Federation and its Member Societies. Any such interpretation or regulation shall permit Council to act accordingly, and shall stand unless opposed by a Member Society, when it shall be confirmed or modified by the next General Assembly. Where appropriate Council shall propose an addition to, or modification of, these Statutes to the General Assembly.

STATUTE 16 DISSOLUTION AND LIQUIDATION

Dissolution

1. a Proposal to dissolve the Federation requires the support of not less than ten Full Member Societies.
2. such Proposal shall be submitted, in writing, to the Secretary-General not less than six months before the next General Assembly.
3. the Proposal shall be discussed by the General Assembly at an Ordinary or Special Meeting after it has learned the views of Council. The Proposal may be defeated by a simple majority of the Full Delegates at the Assembly, but if carried it must be confirmed by an affirmative vote of not less than two-thirds of all the Full Member Societies. Such a referendum shall be conducted by airmail or electronic means, when possible.

Liquidation

1. liquidation of the assets of the Federation shall be carried out by a Professional Accountant nominated by Council, who shall consult Council where appropriate.
2. the residual funds of the Federation after settlement of all its debts shall be used for a purpose or for purposes which are most closely related to the aims or the Federation described in its Statutes.

